

ARS-416/417 template to establish a new Specific Cooperative Agreement		OUTGOING FUNDS ONLY	
<b>Suggestion for a Specific Cooperative Agreement:</b> Obtain a copy of the current related in-house D project from the unit ARIS User and refer to it for the related STP, Classification, & Sub-activity codes			
<b>CRIS Project Number:</b>	C For a new project, the ARIS User will assign a project number _____ C For revisions to an existing 416/417, list the project number		
<b>Project Type:</b>	9 S = Specific Cooperative Agreement (outgoing funds only, usually to a university) 9 G = Grant (This template can also be used to establish a Grant Agreement for outgoing funds). <b>However, a Grant must meet special criteria. Contact Jim Quaratino/970-229-5529)</b>		
<b>Project Title:</b>			
<b>Project Start:</b>	9 <b>Extramural 550a</b> (used for <u>outgoing funds only</u> , a Specific Cooperative or Grant Agreement)		
<b>Start and Termination Dates:</b>  Use format: 06/01/2003  <i>Special Note for ARS scientist from the Extramural Agreements Section:</i>  <b>Be realistic on the Start Date</b> (See note in bold to right) <b>Ö</b>	_____ (Date the project is expected to begin)  _____ (Date the project will end/terminate, cannot exceed five years)  <b>It takes 2-4 weeks to complete the approval and signature process at the National Program Staff and BPMS levels due to work loads, travel, annual leave, and holiday schedules.</b>  <b>Allow an additional 2-3 weeks for all outgoing cooperative agreement documents to be established and approved at all signature levels (for both ARS and the cooperating organization/institution).</b>		
<b>Department:</b> List the name of the department the cooperative agreement will be established with at the university.	_____ <b>Examples:</b> Animal and Range Science; Agronomy; Civil Engineering; Soil and Crop Science  <b>Note:</b> used only for outgoing S = Specific Cooperative Agreement or G = Grant Agreement		
<b>Institute:</b>  <b><u>NEVER ARS</u></b>	9 _____ <b>Enter the name of the cooperating university/institute</b>  <b>Examples:</b> Kansas St. Univ.; Univ. of Neb.–Lincoln; Univ. of North Dakota		
<b>Research Facilities:</b> Indicate the type of agency that controls the office in which the research will be conducted.	9 Federally Owned                      9 Federally Leased                      9 Combined  9 State                                      9 Other		
<b>Research on Campus:</b>	9 Yes                                      9 No		
<b>Cooperators:</b>	<b>Indicate if the cooperator's Principal Investigator is located on a college or university campus.</b> 9 USDA                      9 Industry/Other                      9 State                      9 Other Federal Agencies  <b>Indicate the cooperator(s) associated with the research project.</b>		
<b>Agreement Number and Award Date:</b>	Leave blank, these are assigned and entered by the Extramural Agreements Section in the Area Office when the cooperative agreements documents are fully executed/signed by all parties.		
<b>Who is the Agreement with:</b>	9 SAES = State Agricultural Experiment Station  9 Other = University or other cooperator that is not SAES		
<b>Remarks:</b>			
Documents what the action is for on the project.  <b>Objective:</b> ARS scientist provides this.	<b>Example:</b> Establish new agreement with FY-03 funds in the amount of \$150,000.  <b>Please e-mail this to the unit ARIS User so it can be copied and pasted into the ARIS block.</b>		

<b>Approach:</b> ARS scientist provides this.	
<b>Keywords:</b>  ARS scientist provides these. Enter phrases on one line.	
<b>Investigators:</b>  Mark the ARS investigator as P=Principal. This information will transfer to the 550a form.  SY time is always 0.00 for the ARS scientist and the Non-ARS investigators	( <b>Examples:</b> long-term storage preservation or Integrated Pest Management)
<b>STP Codes = Strategic Plan</b>  <b>Minimum = 1</b> STP code <b>Maximum = 2</b> STP codes	9 Principal Investigator: _____ (Always the ARS scientist)  <b>List all other investigators (ARS and Non-ARS) associated with the project.</b> _____ _____
<b>National Program (NP) codes:</b>	___ . ___ . ___ . ___ = _____%                  ___ . ___ . ___ . ___ = _____% Code #1    Code #2  C Total of STP codes must = 100% C Refer to the related in-house D project for the codes to use, use only those listed
<b>Basic Res. , Applied Res., &amp; Developmental Effort:</b>  See RL for assistance.	C Can only be entered at Headquarters level C Refer to the related in-house D project for codes C Request the code and desired percentage in the Remarks on the 416
<b>Classification Codes:</b>  <b>SOI = Subject of Investigation</b> <b>RPA = Research Problem Area</b> <b>Field of Science</b>	___ % Basic Research        ___ % Applied Research        ___ % Developmental Effort  C Use any combination of the three to equal 100%. C Minimum of 10% and must equal 100%.
<b>Sub-Activity Classification Codes:</b>	C Minimum of one code of each is required, minimum of 10% for each code C Maximum of 10 codes for each category C Total of 100% for <b>each</b> classification category (SOI, RPA, and Field of Science) C Refer to the related in-house D project associated with the project for codes to select. C SCA's or Grant projects do not necessarily have to use each SOI, RPA, or Field of Science Code listed on the related in-house D project.
<b>Special Classification Codes:</b>	C Minimum of one code is required, minimum of 10% C Maximum of 10 codes, must total 100% C Refer to the related in-house D project
<b>Budget information:</b>	C Minimum of 10% for any one code C Combination of codes can be over 100% C Refer to the related in-house D project
<b>Requirements/Restrictions on some Special Codes:</b>	<b>C Use the 550a for the budget information</b> C Send the AD-700 to the Area Office Extramural Agreements Section  C Refer to the related in-house D project for the associated codes <b>C Obtain code guidance and/or assistance from the RL</b>

<b>ARS-550a:</b> Information required to complete the ARIS entry for a Specific Cooperative Agreement (SCA) <b>Outgoing Funds Only</b>		
<b>TIP:</b> The information/data for a 550a cannot be entered into ARIS until the 416/417 has been entered (for new SCA projects only).		
<p><b>ADODR:</b>  <u>A</u>uthorized <u>D</u>epartmental <u>O</u>fficer's  <u>D</u>esignated <u>R</u>epresentative</p> <p>Jim Quaratino is the ADO. The unit scientist submitting the SCA project is the Designated Representative.</p> <p><b>Request Type:</b></p> <p><b>Related In-house Project Number:</b></p> <p>Which "D" project is this SCA project going to be associated with?</p> <p><b>Reason Research can not be performed by ARS Scientist:</b></p> <p><b>NOTE:</b> <u><b>DO NOT USE</b></u> insufficient personnel, facilities, or resources as justification for an SCA.</p> <p>ARS scientist <b><u>must</u></b> provide an explanation as to why funds are going to a university or other cooperator, and why ARS can not conduct the research in-house.</p> <p>The ARS scientist must have a legitimate reason for providing funds to an outside entity.</p> <p><b>Extramural Investigator:</b></p> <p>Provide the name of the university or cooperator scientist who will be working on the SCA with the ARS scientist.</p> <p>Include the Department Name</p> <p><b>Research Location:</b></p> <p>Where is the Investigator for the university or cooperator going to be working on this project?</p> <p><b>Statement of Work to be Performed:</b></p> <p>What is the university or cooperator Investigator going to do for ARS on the project in return for receiving funds?</p> <p><b>Report Frequency:</b></p>	<div>_____</div> <div>(Last name) (First name) (Middle initial)</div>	
	<div> <div>9 New Agreement</div> <div>9 Extension of time with added funds</div> <div>9 Add funds only</div> <div>9 Time only</div> </div>	
	<div>_____</div> <p>The ARS scientist must be listed as an Investigator on the selected "D" project (SY time assigned is irrelevant).      <b>Example:</b> 5402-31000-002-00D</p>	
	<p><b>Example #1:</b> Part of a multi-disciplinary, area-wide, multi-organizational project for Integrated Pest Management.</p> <p><b>Example #2:</b> University has the expertise and an existing data analysis program available to assist with the collection and interpretation of economic data as it relates to this component of the xxxxxx model.</p>	
	<div>_____</div> <div>(Last name) (First name) (Middle initial)</div>	
	<div>_____</div> <p>Position Title (<i>i.e.</i>, Professor, Dept. of Agronomy or Dept. Head, Dept. of Soil Sciences)</p>	
	<div>9 ARS Facility</div> <div>9 Non-ARS Facility</div>	
	<p><b>Reminder:</b> This project is a <b><u>cooperative</u></b> research effort.</p> <p>Always Annually</p>	

<p><b>1<sup>st</sup> Report Date:</b></p> <p>Performance Report submitted by the cooperating organization.</p> <p>Legal requirement under the General Provisions of the REE-452, which is included with every agreement.</p>	<p>August/September of each calendar year.</p> <p>C This Performance Report is written and submitted by the university or cooperator Investigator.</p> <p>C The report should be submitted on university or cooperator letterhead, or via e-mail, as long as there is clear indication the report was submitted by the cooperating Investigator and not the ARS scientist.</p> <p>C The ARS scientist should utilize the report to submit their annual ARS-421 progress report in the ARIS system.</p>
<p><b>Final Report Date:</b></p> <p>Performance Report submitted by the cooperating organization.</p>	<p>Always <b>required</b> 90 days after the termination date of the cooperative agreement.</p> <p>C If the cooperating Investigator cannot provide the Final Performance Report within the required 90 day period, an extension must be approved by the Area Authorized Departmental Officer (ADO)/Jim Quaratino at 970-229-5529.</p>
<p><b>Dealings:</b> Conflict of Interest question.</p> <p><b>Does the ARS scientist, or any full-time resident of his/her household have any activity or financial interest (dealings) with the Cooperating Organization?</b></p>	<p>9 NO</p> <p>9 YES, If yes, a brief explanation of the relationship the ARS scientist has with the proposed cooperating organization or university must be provided.</p>
<p><b>Budget:</b></p> <p>C Check with the Unit Secretary or LAO for information/assistance.</p> <p>C Which unit project(s) will provide the funds for the SCA?</p> <p>C A Specific Cooperative Agreement can be funded using both Appropriated funds (a “D” CRIS project) and incoming/soft funds (a “T” or “R” CRIS project, or an ARS-425 Log number).</p> <p>C If using both appropriated funds and incoming/soft funds, then complete both Section A and B of this page.</p> <p><b>NOTE:</b> Soft/incoming funds are also sometimes used to fund a SCA.</p> <p>C If the funding level of the incoming/soft funds project is for \$25,000 or less: only the ARS-425 Log number will be used.</p> <p>C If the funding level of the incoming/soft funds project is for more than \$25,000: the CRIS project will end in either a “T” (= Trust) or an “R” (= Reimbursable).</p>	<p><b>If using Appropriated Funds (a “D” CRIS project number), complete Section A only.</b></p> <p><b>SECTION A:</b></p> <p>_____</p> <p>Identify the giving CRIS project number, “D” project. <b>Example:</b> 5402-32000-002-00D</p> <p>\$ _____</p> <p>List the dollar amount for funding level of the SCA. Use whole numbers only, no cents.</p> <p>_____</p> <p>List the accounting code (<b>Example:</b> 301-5402-055)</p> <p>_____</p> <p>Identify the fiscal year for the funding (<b>Example:</b> FY-03)</p> <p>_____</p> <p><b>If using incoming/soft funds (funds ARS received into the Unit from a Trust or Reimbursable Cooperative Agreement) complete Section B.</b></p> <p><b>SECTION B:</b></p> <p>_____</p> <p>Identify the giving CRIS project number (a “T” or “R” project), or the ARS-425 Log # <b>Examples:</b> 5402-32000-002-05T; 5402-21000-010-03R; or Log #243050</p> <p>\$ _____</p> <p>List the dollar amount for funding level of the SCA. Use whole numbers only, no cents.</p> <p>_____</p> <p>List the accounting code (<b>Example:</b> 308-5402-055 or 393-5402-168)</p> <p>_____</p> <p>Identify the fiscal year for the funding (<b>Example:</b> FY-03)</p>